

## General Maintenance

### Purpose Statement

The job of General Maintenance is done for the purpose/s of providing maintenance services with specific responsibility for ensuring completion of assigned work order projects; performing a wide variety of skilled maintenance activities (e.g. welding, carpentry, plumbing, ventilating systems, alarms, boilers, etc.); assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

### Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Designs irrigation systems and components layouts (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Estimates labor and materials for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Fabricates equipment parts using welding and other tools (e.g. playground equipment, handicap ramps, gates, fencing, gutters/downspouts, etc.) for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders (e.g. updates/closes out normal and project work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a wide variety of materials (e.g. irrigation systems, playground equipment, signage, gutters, downspouts, etc.) for the purpose of providing enhancements and/or upgrades.
- Monitors assigned vehicle, tools and equipment (e.g. dump trucks, trailers, etc.) for the purpose of ensuring availability in safe operating condition.
- Performs a variety of skilled trade functions (e.g. electrical, cement/asphalt, plumbing, painting, HVAC, carpentry, welding, fabrication, etc.) for the purpose of completing projects within established time frames.
- Prepares written materials (e.g. repair status, activity logs, work orders, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment, supplies, and materials (e.g. irrigation systems, playground equipment, gutters, etc.) for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Repairs facilities, equipment and systems (e.g. irrigation system, playground equipment, trailers, etc.) for the purpose of ensuring a safe working condition.
- Responds to emergency situations (e.g. locked out, can't secure door, broken window, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

## **Other Functions**

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the welding, carpentry, and plumbing trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicles as necessary.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, practices, equipment and tools used in various trades including welding, carpentry and plumbing; health and safety regulations; proper methods of storing equipment, materials and supplies; requirements of maintaining school buildings in a safe, clean and orderly condition.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Minimum of four years construction and maintenance experience.

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses

### **Certificates and Licenses**

Driver's License & Evidence of Insurability

### **Clearances**

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

12/13/2016

### **Salary Grade**

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